

Charbonneau Country Club Board of Directors  
Minutes of the Monthly Meeting  
December 3, 2019 – 2:00pm

A meeting of the Charbonneau Country Club Board of Directors, an Oregon nonprofit corporation, was called by President Kathy Harp at the Charbonneau Clubhouse in Wilsonville, Oregon.

| <b>Board Directors Present:</b>  |                            | <b>Staff:</b>                    | <b>Visitors:</b>                       |
|----------------------------------|----------------------------|----------------------------------|----------------------------------------|
| <b>Kathy Harp, President</b>     | <b>Anne Shevlin</b>        | Kim Hosford                      | Mayor Knapp, Wilsonville               |
| <b>Gene Tish, Vice-President</b> | <b>Levi Smith</b>          | Jim Meierotto                    | Councilor Linville,<br>Wilsonville     |
| <b>Lindy Anderson, Treasurer</b> | <b>Steve Switzer</b>       | Karen Pratt                      | Michelle DaRosa, Legal<br>Council      |
| <b>John McLain</b>               | <b>Pat Tewell, excused</b> | Rick Schram, Property<br>Manager | Wayne Richards, Civic<br>Affairs Chair |
| <b>Gary Newbore</b>              |                            |                                  | Approximately 26 residents             |

**Call to Order:** President Kathy Harp called the December 3, 2019 meeting to order at 2:00pm.

It was agreed that Gary Newbore would fill in as Secretary for this meeting in Pat Tewell's absence.

**Review of Agenda:**

- At Gene Tish's recommendation, consideration of adopting a new policy regarding records and record keeping was added as an additional agenda item under Agenda item 5 – Updating Governing Documents.

**Approval of Meeting Minutes:**

- President Harp asked if there were any changes to the November 5, 2019 meeting minutes. There being no corrections to the minutes, they were approved.

**Civic Affairs:**

- Wayne Richards, Civic Affairs Chair, introduced Mayor Knapp and Councilor Linville of the City of Wilsonville. Knapp and Linville encouraged the Board to make a formal statement in support of the City of Wilsonville's position regarding the Aurora Airport. After discussion, Gary motioned that the Board support the City of Wilsonville and any other entities in asking the Aurora Airport follow the Oregon Land Use Planning Rules in regards to the expansion. Motion passed unanimously.

**Updating Governing Documents:**

- In order to bring the governing documents more up to date, Gene Tish motioned that the board adopt the following resolution: pursuant to the authority vested in the Board of Directors to adopt by resolution under ORS 94.677 without further action by the Association, the Board of Directors hereby resolves that the provisions and terms set forth in ORS 94.645, 94.655, and 94.675 will govern the Association and be deemed included in the Declaration and Bylaws. The motion was seconded and passed, 7 votes for and 1 vote against. This resolution will be posted on the website.

**Record Keeping Policy:**

- Gene Tish motioned that the Board adopt the following record keeping policy: The provisions of the Planned Community Act and the Nonprofit Corporation Act govern the associations obligations regarding recordkeeping and providing access and duplication of certain Association records. The Board hereby adopts the following policies and

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procedures which are based on the governing state statutes and best practices otherwise advised by our legal counsel. The records are to be kept at Charbonneau Country Club. The motion was seconded and passed unanimously. This resolution will be posted to the website.

**Standing Committee Reports**

- **Treasurer:** Lindy Anderson reported on the finances through October 31. All were in order.
- **Communications:** Steve Switzer said he is willing to talk to any resident who has questions and listen to their concerns. Informational emails will continue to be sent out and will be posted on the website.

**Pavilion Update:** Joe Brouillette, Charbonneau Golf Club President, reported that the permits have been approved and construction is set to begin on January 3 with a completion date of May 22.

**Manager's Report:** Jim Meierotto reported that pickle ball at the Tennis Center is a huge success. All the permits for the new Activities Center are approved and demolition is set to begin December 11. Residents are welcome to the landscape plants surrounding the old restaurant building. The Charbonneau Village Condominium Center Annual Meeting will be held on December 10 and the Country Club Estates Annual Neighborhood Meeting will be held on January 15.

**President's Report:** Kathy Harp said that there will be three open Board positions by the annual meeting and a nominating committee needs to be formed. Anne Shevlin and Steve Switzer volunteered to serve on the committee.

**Golf Club:** Gene Tish reported that he is expecting to receive a proposal from the Golf Club in the next two weeks.

**Old Business:** Due to confidentiality issues and not adhering to legal council's advice, Levi Smith was asked to resign from the Board. John McLain reported that the usage report for the last 8 months was complete and over 20,000 people have used the Country Club building during that time.

**Adjournment:** No other business came before the board. The meeting adjourned at 3:45pm.

\_\_\_\_\_, Gary Newbore, CCC Secretary  
\_\_\_\_\_, Kathy Harp, CCC President